



CITY OF ATLANTA

SUITE 1900

55 TRINITY AVENUE, SW

ATLANTA, GA 30303

(404) 330-6204 Fax: (404) 658-7705

Internet Home Page: www.atlantaga.gov

Kasim Reed
Mayor

DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
asmith@atlantaga.gov

November 25, 2014

INTERESTED PROPONENT:

Re: FC-7784, Document Control Scanning Services

Attached is one (1) copy of **Addendum No. 1**, which is hereby made a part of the above-referenced project.

For additional information, please contact the following personnel for the respective solicitation: for FC-7784, Mr. Sherif Yassin, Contracting Officer, at (404) 330-6698, or via email at syassin@atlantaga.gov.

Sincerely,

Adam L. Smith

ALS: ssy

Addendum No. 1

Re: FC-7784, Document Control Scanning Services

November 25, 2014

Page 2

This Addendum forms a part of the Request for Proposal and modifies the original solicitation package as follows:

- **Answers Questions received from interested Proponents;**
- **Revises Proposal Due Date;**
- **Bid Tabulation Sheets for Contract # 5456 (Attached); and**
- **Modifies Contents of Proposals/ Scope of Work.**

.....

Proposals are due **Wednesday, December 10, 2014**, and should be time stamped no later than **2:00 p.m. EST** on this day, and delivered to the address below:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S.W.
City Hall South, Suite 1900
Atlanta, Georgia 30303

.....

*****All other information remains unchanged*****

Addendum No. 1

Re: FC-7784, Document Control Scanning Services

November 25, 2014

Page 3

Acknowledgement of Addendum No. 1

Proponents must sign below and return this form with its proposal to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgement of receipt of this addendum on this _____ day of _____, 2014.

Legal Company Name of Respondent

Signature of Authorized Representative

Title

Date

Attached

MODIFICATIONS ARE INDICATED IN BOLD ITALIC FACE TYPE
PROJECT NUMBER FC-7784 – DOCUMENT CONTROL SCANNING SERVICES

ADDENDUM #1

The following questions and/or clarifications were requested by various Firms:

1. Question: Whether companies from Outside USA can apply for this?? (From India or Canada)

Answer: SBE companies must have a business office located within the 20 county Atlanta metro area.

2. Question: Can we perform the tasks (related to RFP) outside USA?? ((From India or Canada)

Answer: No.

3. Question: Part 2: Contents of Proposals/Required Submittals (page 8) states that "A Proposal will consist of two (2) separate documents." Section 2.1 references Volume 1. Section 2.2 references Volume 2. Section 2.3 references Volume 3.

It appears that the two documents mentioned might be interpreted like this:

Document #1 – Informational Proposal consisting of two parts:

2.1 – Informational Proposal Volume 1

2.2 – Informational Proposal Volume 2

Document #2 – Standard Billing Rates Volume 3 – submitted separately.

Answer: Yes, the Proposal must be submitted in two (2) separate documents, with Document 1 including Volume 1 and Volume 2 and Document 2 containing Volume 3 as indicated within the Request for Proposals.

4. Question: I'm resending the request below for a copy of the 'Bid Tabulation' from the last time this work was bid.

Answer: Please see attachment to this Addendum No. 1.

5. Question: Page 9 of RFP FC-7784 says to submit 1 original and 5 copies of the Standard Billing Rates. Page 13 of the same document says to include 1 original and 8 copies of the "Cost Proposal." Are these the same thing? How many copies is correct?

Answer: Yes. Proponent must submit eight (8) copies of the Standard Billing Rates. See revision to this Addendum No. 1.

MODIFICATIONS ARE INDICATED IN BOLD ITALIC FACE TYPE
PROJECT NUMBER FC-7784 – DOCUMENT CONTROL SCANNING SERVICES

ADDENDUM #1

6. Question: In order to determine possible capital costs associated with this contract, their question deals with 'value of contract'. Is there any way you could/would provide approximate dollars spent, or dollars budgeted for these services either last year or this year? What would you say the value of this contract would be?

Answer: The City of Atlanta's budget is confidential. Information regarding approximate dollars spent or dollars budgeted for these services last year would be subject to the Georgia Open Records Act. Please direct the Open Records Request to the City's Chief Procurement Officer.

7. Question: Under Section 6.0 Source what is the estimated number of documents for:

- 6.1 Drawings
- 6.2 Letter & Legal size documents
- 6.3 CD and/or DVD's
- 6.4 Picture

Answer: This amount varies from month to month based on work load. The number of banker boxes of documents could be anywhere from 5 to 25 boxes per month. This estimate includes drawings, letter & legal size documents, CD and/or DVD's, and pictures.

8. Question: Under 7.0 what is the Estimated Quantity?

Answer: This amount varies from month to month based on work load. The number of banker boxes of documents could be anywhere from 5 to 25 boxes per month. This estimate includes drawings, letter & legal size documents, CD and/or DVD's, and pictures.

9. Question: How many locations/pickups per day/per week?

Answer: 1 location /weekly

10. Question: Will we be required to operate vehicles in restricted areas for pick-up and delivery purposes?

Answer: No

11. Question: As it relates to payment bond, what is the amount of the 1 year bond?

MODIFICATIONS ARE INDICATED IN BOLD ITALIC FACE TYPE
PROJECT NUMBER FC-7784 – DOCUMENT CONTROL SCANNING SERVICES

ADDENDUM #1

Answer: An amount equal to one hundred percent (100%) of one (1) year value of the contract. This amount will be established annually.

- 12. Question:** Small Business Enterprises (SBE) – Appendix A (P. 100)
Our notes from the Pre-bid conference state 35% SBE spend. However, on (P. 2 of appendix A) last sentence states “SBE sheltered market requirements and goals for this project are set forth on page 6.” Please clarify SBE requirements.
If Prime is not SBE could they partner with a qualified sub to meet SBE requirements?

Answer: The contract clearly states that this is a SBE Sheltered Market contract. Prime contractors participating in this contracting opportunity must be certified as a SBE contractor with the City of Atlanta Mayor’s Office of Contract Compliance on or before the bid due date of this contracting opportunity. A Certified SBE prime contractor can self-perform 100% of the contract. If the Certified SBE Prime is utilizing subcontractors the total participation of the certified SBE Prime and the certified SBE sub must be at least 35%.

- 13. Question:** Off shore indexing opportunity– We understand hard copy documents must remain local and be accessible as needed. Will COA allow indexing to be done offshore which will be more cost effective?

Answer: No

- 14. Question:** What % of documents will be electronic and only require indexing vs. hard copy which will require scanning and indexing?

Answer: Approximately 60% hard copy and 40% electronic.

- 15. Question:** Would samples hard copy documents be available for vendor to see to assess document quality and prepping?

Answer: Yes

- 16. Question:** Please estimate Avg. # of banker boxes / WF drawings per week or provide historical volume data.

Answer: This amount varies from month to month based on work load. The number of banker boxes of documents could be anywhere from 5 to 25 boxes per month. This estimate includes drawings, letter & legal size documents, CD

MODIFICATIONS ARE INDICATED IN BOLD ITALIC FACE TYPE
PROJECT NUMBER FC-7784 – DOCUMENT CONTROL SCANNING SERVICES

ADDENDUM #1

and/or DVD's, and pictures.

17. Question: Please confirm you would have space for a combo onsite/offsite operation if volumes dictate.

Answer: DOA will have space available onsite for indexing purposes only.

18. Question: Who is the vender currently holding this contract?

When was their agreement awarded and when does their agreement terminate?

Answer: Image Management Solutions & Advanced Data Solutions, Inc.

April 20, 2012 - April 20, 2014.

19. Question: What is the monthly anticipated volume of work to be scanned?

Answer: This amount varies from month to month based on work load. The number of banker boxes of documents could be anywhere from 5 to 25 boxes per month. This estimate includes drawings, letter & legal size documents, CD and/or DVD's, and pictures.

20. Question: How will this work be provided to the vendor?

Answer: Vendor will pick-up work at client location.

21. Question: What is the required completion time for services from the vendor? (How long is vendor allowed to complete the work)

Answer: *Approximately one (1) week.*

22. Question: What is the percentage breakdown of work to be processed – how much is letter size document vs. legal, blueprint, DVD, etc.?

Answer: This amount varies from month to month based on work load. The number of banker boxes of documents could be anywhere from 5 to 25 boxes per month. This estimate includes drawings, letter & legal size documents, CD and/or DVD's, and pictures. Approximately 60% of documents is expected to be hard copy and 40% electronic.

MODIFICATIONS ARE INDICATED IN BOLD ITALIC FACE TYPE
PROJECT NUMBER FC-7784 – DOCUMENT CONTROL SCANNING SERVICES

ADDENDUM #1

23. Question: How many different types of forms/documents will need to be processed /can a count be provided?

Answer: This amount varies from month to month based on work load. The number of banker boxes of documents could be anywhere from 5 to 25 boxes per month. This estimate includes drawings, letter & legal size documents, CD and/or DVD's, and pictures. Approximately 60% of documents is expected to be hard copy and 40% electronic.

24. Question: Are there an average number of keystrokes per form that can be provided?

Answer: This will depend on the indexing information required in scope section 4.1 "Indexing Requirements".

25. Question: Will cover sheets with barcodes be provided per document or will the vendor need to create?

Answer: Cover sheet will be provided, however, the barcode will come from the vendor.

26. Question: Re section 4.2.2 - can you define "cover sheet"?

Answer: "Cover sheet" will be attached to document giving guidelines on what information will be required for scanning and indexing purposes.

27. Question: Will the vendor be required to store electronic copies of images created?

Answer: Yes, See revised Exhibit "A" General Scope of Services.

28. Question: Is there a standard format of the files that will be received on DVD and CD that the vendor will need to index?

Answer: .pdf and .tif

29. Question: Re section 3.2.5 - Is all output required to be in text searchable PDF?

Answer: Yes

30. Question: What is the requirement with the CADD files?

- a. Convert to PDF?
- b. Index only?

MODIFICATIONS ARE INDICATED IN BOLD ITALIC FACE TYPE
PROJECT NUMBER FC-7784 – DOCUMENT CONTROL SCANNING SERVICES

ADDENDUM #1

Answer: CADD files are not included. See Revised Part 1 of the Proposal, Services Being Procured.

31. Question: What kind of tapes will need to be processed?
a. What is contained in the tapes?

Answer: *No tapes will need to be processed.*

32. Question: What is meant by onsite and offsite storage?
a. Is more than temporary storage required?
b. If temporary, how many days would documents need to be stored?

Answer: *Outside of scanning and indexing the documents, onsite and offsite storage is not required.*

33. Question: What are the quality requirements (field level and OCR accuracy)?

Answer: *The quality requirement must meet a scanning field level of 300 dpi or higher. Document must be saved in .pdf format and must be searchable in its entirety.*

34. Question: How many document pulls do they anticipate?

Answer: *This question is unclear and does not allow an authoritative answer.*

35. Question: Is any document destruction required?

Answer: **No**

36. Question: What % of the documents is duplex?

Answer: *It is estimated that 30% of the documents will be duplex.*

37. Question: Any there any special security requirements?

Answer: **Yes. Please refer to the Proposal, including but not limited to Part 2, § 3.4, Part 5 § 11, and Part 5, Exhibit A, § 1.**

38. Question: Can you provide more detail around the special certification for drivers and the marking of vehicles?

Answer: **No special certification is needed.**

MODIFICATIONS ARE INDICATED IN BOLD ITALIC FACE TYPE
PROJECT NUMBER FC-7784 – DOCUMENT CONTROL SCANNING SERVICES

ADDENDUM #1

39. Question: What is the expectation of the vendor if the original quality of a document is poor, thus a poor image gets produced?

Answer: The vendor should make every effort to enhance the quality of a bad image whenever possible.

40. Question: Is the pricing to be provided at a not-to-exceed rate or should each task order be separately priced?

Answer: Each Task Order should be priced separately.

41. Question: On the pricing sheet (Exhibit A-2 Standard Billing Rates), does “each” represent a single page?

Answer: Yes.

42. Question: After the award, how soon would the vendor selected be required to begin work?

Answer: Upon execution of the first Task Order, which would follow the recommendation of award and execution of the Service Agreement.

MODIFICATIONS ARE INDICATED IN BOLD ITALIC FACE TYPE
PROJECT NUMBER FC-7784 – DOCUMENT CONTROL SCANNING SERVICES

ADDENDUM #1

1. REVISION TO PART 1; INFORMATION AND INSTRUCTIONS TO PROPONENTS

Delete: Services Being Procured: DOA seeks to procure the following services ("Services") on a Task Order basis:

Document Control Scanning Services ("DCSS") including large and small format drawing, small format documents, compact disks, DVDs, Adobe format documents, CADD files, and TIF files. Consultant must provide industry best practices for data lost and recovery of DOA documents while in the Consultant's possession. DOA data placed on media, such as CDs/DVDs/tapes, must be kept physically secure at all times for both on

and offsite storage. The initial term of this RFP will be for three (3) years, with a two (2) year renewal option to be exercised at the sole discretion of the City.

Replace with: *Services Being Procured: DOA seeks to procure the following services ("Services") on a Task Order basis:*

Document Control Scanning Services ("DCSS") including large and small format drawing, small format documents, compact disks, DVDs, Adobe format documents, pdf and TIF files. Consultant must provide industry best practices for data lost and recovery of DOA documents while in the Consultant's possession. DOA data placed on media, such as CDs/DVDs/tapes, must be kept physically secure at all times for both on and offsite storage. The initial term of this RFP will be for three (3) years, with a two (2) year renewal option to be exercised at the sole discretion of the City.

ADDENDUM #1

2. REVISION TO PART 2; CONTENTS OF PROPOSALS/REQUIRED SUBMITTALS

Delete: 2.3 Standard Billing Rates Volume III. Each Consultant must submit a Standard Billing Rates in a separate sealed envelope using the form provided by the City at Part 5: Services Agreement: Exhibit A.2: Exhibit A.2; Standard Billing Rates. The standard billing rates must support the Scope of Services contained in the RFP and fully encompass all activities in the Proponent's Proposal. The Standard Billing Rates shall serve as the baseline for final fee negotiation with the City. (Submit one (1) stamped "Original" and five (5) copies in a separate envelope).

Replace with: 2.3 Standard Billing Rates Volume III. *Each Consultant must submit a Standard Billing Rates in a separate sealed envelope using the form provided by the City at Part 5: Services Agreement: Exhibit A.2: Exhibit A.2; Standard Billing Rates. The standard billing rates must support the Scope of Services contained in the RFP and fully encompass all activities in the Proponent's Proposal. The Standard Billing Rates shall serve as the baseline for final fee negotiation with the City. (Submit one (1) stamped "Original" and eight (8) copies in a separate envelope).*

Delete: 4.4 A Proponent is required to submit, in a separate, sealed envelope, clearly marked "Cost Proposal", one (1) stamped original and eight (8) copies of its Cost Proposal with its Information Proposal.

Replace with: 4.4 *A Proponent is required to submit, in a separate, sealed envelope, clearly marked "Standard Billing Rates Volume III", one (1) stamped original and eight (8) copies of its Cost Proposal with its Information Proposal.*

MODIFICATIONS ARE INDICATED IN BOLD ITALIC FACE TYPE
PROJECT NUMBER FC-7784 – DOCUMENT CONTROL SCANNING SERVICES

ADDENDUM #1

3. PART 5 – FORMS OF SERVICES AGREEMENT; EXHIBIT A – GENERAL SCOPE OF SERVICES

Delete: Exhibit A – General Scope of Services, in its entirety.

Replace with: Exhibit A – General Scope of Services, attached to this Addendum.

Add: 2.4 Retaining of Scanned Copy: The Consultant must retain a master copy of the electronic images for at least ninety (90) days after the delivery to client. This is to ensure that scanned images have been QA/QC and uploaded in the system.



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1750
ATLANTA, GEORGIA 30303-4307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 1 of 3

QUAN.	UNIT PRICE	TOTAL

NOTE TO ALL BIDDERS		
IN COMPLIANCE WITH THE REQUIREMENTS OF THIS SPECIFICATION (IF APPLICABLE), VENDOR MUST SUBMIT WITH BID TWO (2) SETS OF DESCRIPTIVE LITERATURE OR YOUR BID MAY NOT BE CONSIDERED.		
Bids shall be held firm for 120 days after bid opening date and time.		
Further, prices shall be held firm for one year from date of award.		

GROUP I - SCANNING & DOCUMENT IDENTIFICATION SERVICES		
1. Large Format Document 1 ea	\$.65	\$.65
(Typically 36" x 48")		
1000 sheets	\$.65	\$ 650
2. Small Format Document 1 ea	\$.50	\$.50
(Typically 11" x 17")		
1000 sheets	\$.50	\$ 500
3. Contract Documents 1 ea	\$.35	\$.35
(Typically 8" x 11")		
5000 sheets	\$.35	\$ 1750

FIRM NAME

D.I.S., Inc.

SIGNATURE

[Signature] 03/13/2012
DATE

TITLE

Vice President



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1750
ATLANTA, GEORGIA 30303-4307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 1 of 3

QUAN.	UNIT PRICE	TOTAL

NOTE TO ALL BIDDERS		
IN COMPLIANCE WITH THE REQUIREMENTS OF THIS SPECIFICATION (IF APPLICABLE), VENDOR MUST SUBMIT WITH BID TWO (2) SETS OF DESCRIPTIVE LITERATURE OR YOUR BID MAY NOT BE CONSIDERED.		
Bids shall be held firm for 120 days after bid opening date and time.		
Further, prices shall be held firm for one year from date of award.		

GROUP I - SCANNING & DOCUMENT IDENTIFICATION SERVICES		
1. Large Format Document 1 ea	\$ 0.7146	\$ 0.7146
(Typically 36" x 48")		
1000 sheets	\$ 0.7146	\$ 714.60
2. Small Format Document 1 ea	\$ 0.0807	\$ 0.0807
(Typically 11" x 17")		
1000 sheets	\$ 0.0807	\$ 80.70
3. Contract Documents 1 ea	\$ 0.0891	\$ 0.0891
(Typically 8" x 11")		
5000 sheets	\$ 0.0891	\$ 445.50

FIRM NAME

GRM Information Management Services

SIGNATURE

[Signature] 3/8/2012
DATE

TITLE

Curtis B. Sorrell, Account Executive



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1750
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 1 of 3

QUAN.	UNIT PRICE	TOTAL

NOTE TO ALL BIDDERS		
IN COMPLIANCE WITH THE REQUIREMENTS OF THIS SPECIFICATION (IF APPLICABLE), VENDOR MUST SUBMIT WITH BID TWO (2) SETS OF DESCRIPTIVE LITERATURE OR YOUR BID MAY NOT BE CONSIDERED.		
Bids shall be held firm for 120 days after bid opening date and time.		
Further, prices shall be held firm for one year from date of award.		

GROUP I - SCANNING & DOCUMENT IDENTIFICATION SERVICES		
1. Large Format Document (Typically 36" x 48")	1 ea	\$ 0.42 \$ 0.42
	1000 sheets	\$ 0.42 \$ 420.00
2. Small Format Document (Typically 11" x 17")	1 ea	\$ 0.045 \$ 0.045
	1000 sheets	\$ 0.045 \$ 45.00
3. Contract Documents (Typically 8" x 11")	1 ea	\$ 0.045 \$ 0.045
	5000 sheets	\$ 0.045 \$ 225.00

FIRM NAME

SIGNATURE

TITLE

Advanced Data Solutions, Inc.
Michael J. Engh
President
DATE 3/12/12



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1750
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 1 of 3

QUAN.	UNIT PRICE	TOTAL

NOTE TO ALL BIDDERS		
IN COMPLIANCE WITH THE REQUIREMENTS OF THIS SPECIFICATION (IF APPLICABLE), VENDOR MUST SUBMIT WITH BID TWO (2) SETS OF DESCRIPTIVE LITERATURE OR YOUR BID MAY NOT BE CONSIDERED.		
Bids shall be held firm for 120 days after bid opening date and time.		
Further, prices shall be held firm for one year from date of award.		

GROUP I - SCANNING & DOCUMENT IDENTIFICATION SERVICES		
1. Large Format Document (Typically 36" x 48")	1 ea	\$ 4.50 \$ 4.50
	1000 sheets	\$ 4.50/100 \$ 4,500.00
2. Small Format Document (Typically 11" x 17")	1 ea	\$.09 \$.09
	1000 sheets	\$.09 \$ 90.00
3. Contract Documents (Typically 8" x 11")	1 ea	\$.07 \$.07
	5000 sheets	\$.07 \$ 350.00

FIRM NAME

SIGNATURE

Elite Tower Conbridge, Inc.
Bobby Webb CEO



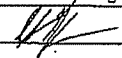
CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1790
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 1 of 3

QUAN.	UNIT PRICE	TOTAL

NOTE TO ALL BIDDERS		
IN COMPLIANCE WITH THE REQUIREMENTS OF THIS SPECIFICATION (IF APPLICABLE), VENDOR MUST SUBMIT WITH BID TWO (2) SETS OF DESCRIPTIVE LITERATURE OR YOUR BID MAY NOT BE CONSIDERED.		
Bids shall be held firm for 120 days after bid opening date and time.		
Further, prices shall be held firm for one year from date of award.		

GROUP I - SCANNING & DOCUMENT IDENTIFICATION SERVICES		
1. Large Format Document (Typically 36" x 48")	1 ea	\$.39
	1000 sheets	\$.29
		\$ 290.00
2. Small Format Document (Typically 11" x 17")	1 ea	\$.08
	1000 sheets	\$.069
		\$ 60.00
3. Contract Documents (Typically 8" x 11")	1 ea	\$.075
	5000 sheets	\$.05
		\$ 50.00

FIRM NAME Global Legal Discovery, LLC
SIGNATURE  3/13/12
TITLE Sales Executive



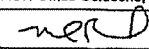
CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1790
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 1 of 3

QUAN.	UNIT PRICE	TOTAL

NOTE TO ALL BIDDERS		
IN COMPLIANCE WITH THE REQUIREMENTS OF THIS SPECIFICATION (IF APPLICABLE), VENDOR MUST SUBMIT WITH BID TWO (2) SETS OF DESCRIPTIVE LITERATURE OR YOUR BID MAY NOT BE CONSIDERED.		
Bids shall be held firm for 120 days after bid opening date and time.		
Further, prices shall be held firm for one year from date of award.		

GROUP I - SCANNING & DOCUMENT IDENTIFICATION SERVICES		
1. Large Format Document (Typically 36" x 48")	1 ea	\$ 1.71
	1000 sheets	\$ 1,710
		\$ Per Image
		\$ Per 1000 Image
2. Small Format Document (Typically 11" x 17")	1 ea	\$.36
	1000 sheets	\$ 360
		\$ Per Image
		\$ Per 1000 Image
3. Contract Documents (Typically 8" x 11")	1 ea	\$.33
	5000 sheets	\$ 1,650
		\$ Per Image
		\$ Per 5000 Image

FIRM NAME IKON Office Solutions, Inc.
SIGNATURE  1/23/12
TITLE DXP



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1700
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 1 of 3

QUAN.		UNIT PRICE	TOTAL

NOTE TO ALL BIDDERS			
IN COMPLIANCE WITH THE REQUIREMENTS OF THIS SPECIFICATION (IF APPLICABLE), VENDOR MUST SUBMIT WITH BID TWO (2) SETS OF DESCRIPTIVE LITERATURE OR YOUR BID MAY NOT BE CONSIDERED.			
Bids shall be held firm for 120 days after bid opening date and time.			
Further, prices shall be held firm for one year from date of award.			

GROUP I - SCANNING & DOCUMENT IDENTIFICATION SERVICES			
1.	Large Format Document (Typically 36" x 48")	1 ea	\$ 1.50 \$ 1.50
		1000 sheets	\$ 1.50 \$ 1,500.00
2.	Small Format Document (Typically 11" x 17")	1 ea	\$ 1.10 \$ 1.10
		1000 sheets	\$ 1.10 \$ 1,100.00
3.	Contract Documents (Typically 8" x 11")	1 ea	\$.125 \$.125
		5000 sheets	\$.125 \$ 625.00

FIRM NAME Image Management Solutions
SIGNATURE *Richard McGeary* 1/23/2012
TITLE President



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1700
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 1 of 3

QUAN.		UNIT PRICE	TOTAL

NOTE TO ALL BIDDERS			
IN COMPLIANCE WITH THE REQUIREMENTS OF THIS SPECIFICATION (IF APPLICABLE), VENDOR MUST SUBMIT WITH BID TWO (2) SETS OF DESCRIPTIVE LITERATURE OR YOUR BID MAY NOT BE CONSIDERED.			
Bids shall be held firm for 120 days after bid opening date and time.			
Further, prices shall be held firm for one year from date of award.			

GROUP I - SCANNING & DOCUMENT IDENTIFICATION SERVICES			
1.	Large Format Document (Typically 36" x 48")	1 ea	\$ 0.85 \$ 0.85
		1000 sheets	\$ 0.85 \$ 850.00
2.	Small Format Document (Typically 11" x 17")	1 ea	\$ 0.09 \$ 0.09
		1000 sheets	\$ 0.09 \$ 90.00
3.	Contract Documents (Typically 8" x 11")	1 ea	\$ 0.035 \$ 0.035
		5000 sheets	\$ 0.035 \$ 175.00

FIRM NAME Layton Document Systems, Inc.
SIGNATURE *Karl Dull* 3/12/12
TITLE President



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1790
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 1 of 3

QUAN.		UNIT PRICE	TOTAL

NOTE TO ALL BIDDERS			
IN COMPLIANCE WITH THE REQUIREMENTS OF THIS SPECIFICATION (IF APPLICABLE), VENDOR MUST SUBMIT WITH BID TWO (2) SETS OF DESCRIPTIVE LITERATURE OR YOUR BID MAY NOT BE CONSIDERED.			
Bids shall be held firm for 120 days after bid opening date and time.			
Further, prices shall be held firm for one year from date of award.			

GROUP I - SCANNING & DOCUMENT IDENTIFICATION SERVICES			
1.	Large Format Document (Typically 36" x 48")	1 ea	\$ 2.00
		1000 sheets	\$ 2,000.00
2.	Small Format Document (Typically 11" x 17")	1 ea	\$.25
		1000 sheets	\$ 250.00
3.	Contract Documents (Typically 8" x 11")	1 ea	\$.25
		5000 sheets	\$ 1,250.00

FIRM NAME

SIGNATURE

TITLE

Optimus Technologies, LLC
Jared Jones 3/11/2012
CEO



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1790
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 1 of 3

QUAN.		UNIT PRICE	TOTAL

NOTE TO ALL BIDDERS			
IN COMPLIANCE WITH THE REQUIREMENTS OF THIS SPECIFICATION (IF APPLICABLE), VENDOR MUST SUBMIT WITH BID TWO (2) SETS OF DESCRIPTIVE LITERATURE OR YOUR BID MAY NOT BE CONSIDERED.			
Bids shall be held firm for 120 days after bid opening date and time.			
Further, prices shall be held firm for one year from date of award.			

GROUP I - SCANNING & DOCUMENT IDENTIFICATION SERVICES			
1.	Large Format Document (Typically 36" x 48")	1 ea	\$ 3.00
		1000 sheets	\$ 1,750.00
2.	Small Format Document (Typically 11" x 17")	1 ea	\$ 0.25
		1000 sheets	\$ 200.00
3.	Contract Documents (Typically 8" x 11")	1 ea	\$ 0.10
		5000 sheets	\$ 350.00

FIRM NAME

SIGNATURE

TITLE

Scan Maestro INC
Robert L. Williams 3/11/2012
Owner



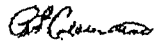
CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1750
ATLANTA, GEORGIA 30303-0307
(404) 336-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 1 of 3

QUAN.		UNIT PRICE	TOTAL

NOTE TO ALL BIDDERS			
IN COMPLIANCE WITH THE REQUIREMENTS OF THIS SPECIFICATION (IF APPLICABLE), VENDOR MUST SUBMIT WITH BID TWO (2) SETS OF DESCRIPTIVE LITERATURE OR YOUR BID MAY NOT BE CONSIDERED.			
Bids shall be held firm for 120 days after bid opening date and time.			
Further, prices shall be held firm for one year from date of award.			

GROUP 1 - SCANNING & DOCUMENT IDENTIFICATION SERVICES			
1.	Large Format Document (Typically 36" x 48")	1 ea	\$ 1.461/image
		1000 sheets	\$ 1,461.00/1,000 images
2.	Small Format Document (Typically 11" x 17")	1 ea	\$ 0.11/image
		1000 sheets	\$ 110.00/1,000 images
3.	Contract Documents (Typically 8" x 11")	1 ea	\$ 0.11/image
		5000 sheets	\$ 550.00/5,000 images

FIRM NAME Iron Mountain Information Management, Inc.
SIGNATURE  / 02 / 24/12
TITLE Terriloy Vice President



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1790
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 2 of 3

QUAN.	UNIT PRICE	TOTAL
GROUP II - ELECTRONIC DOCUMENTS		
1. CD (Indexing per document) 1 piece	\$.75 per page	\$.75 per page
2. DVD (Indexing per document) 1 piece	\$.75 per page	\$.75 per page
PICK-UP / DELIVERY CHARGE	\$ 28.00	per roundtrip
Prices will remain firm for 12 months.		
YOU MUST CHECK ONE		
<input checked="" type="checkbox"/> Comply <input type="checkbox"/> Non-Comply		

FIRM NAME
SIGNATURE
TITLE

D.I.S., Inc.

Ronald E. Smith 03, 13, 2012
Vice President DATE



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1790
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 2 of 3

QUAN.	UNIT PRICE	TOTAL
GROUP II - ELECTRONIC DOCUMENTS		
1. CD (Indexing per document) 1 piece	\$ 0.234	\$ 0.234
2. DVD (Indexing per document) 1 piece	\$ 0.234	\$ 0.234
PICK-UP / DELIVERY CHARGE	\$ 18.00	per roundtrip
Prices will remain firm for 12 months.		
YOU MUST CHECK ONE		
<input checked="" type="checkbox"/> Comply <input type="checkbox"/> Non-Comply		

FIRM NAME
SIGNATURE
TITLE

GRM Information Management Services

Curtis B. Sorrell 3, 8, 2012
Curtis B. Sorrell, Account Executive DATE



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1750
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 2 of 3

QUAN.	UNIT PRICE	TOTAL
GROUP II - ELECTRONIC DOCUMENTS		
1. CD (Indexing per document) 1 piece	\$ 10.00	\$ 10.00
2. DVD (Indexing per document) 1 piece	\$ 10.00	\$ 10.00
PICK-UP / DELIVERY CHARGE		
	\$ 15.00	per roundtrip
Our scanning prices include: Document preparation Scanning and indexing Records requests Data transfer Records Consulting Records Storage		
Prices will remain firm for 12 months.		
YOU MUST CHECK ONE		
<input checked="" type="checkbox"/> Comply <input type="checkbox"/> Non-Comply		

FIRM NAME
SIGNATURE
TITLE

Advanced Data Solutions Inc
Michael J. Engle
President
DATE 3/12/12



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1750
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 2 of 3

QUAN.	UNIT PRICE	TOTAL
GROUP II - ELECTRONIC DOCUMENTS		
1. CD (Indexing per document) 1 piece	\$.002 / Key Stroke	\$.002 / Key Stroke
2. DVD (Indexing per document) 1 piece	\$.002 / Key Stroke	\$.002 / Key Stroke
PICK-UP / DELIVERY CHARGE		
	\$ 16.00	per roundtrip
Prices will remain firm for 12 months.		
YOU MUST CHECK ONE		
<input checked="" type="checkbox"/> Comply <input type="checkbox"/> Non-Comply		

FIRM NAME
SIGNATURE

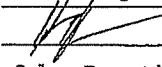
Elite Toner Cartridges inc
DATE



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1750
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 2 of 3

QUAN.	UNIT PRICE	TOTAL
GROUP II - ELECTRONIC DOCUMENTS		
1. CD (Indexing per document) 1 piece	\$ 495.00	\$ 495.00
2. DVD (Indexing per document) 1 piece	\$ 1995.00	\$ 1995.00
PICK-UP / DELIVERY CHARGE	\$ 35.00	per roundtrip
Prices will remain firm for 12 months.		
YOU MUST CHECK ONE		
<input checked="" type="checkbox"/> Comply <input type="checkbox"/> Non-Comply		

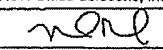
FIRM NAME Global Legal Discovery LLC
SIGNATURE 
TITLE Sales Executive
DATE 3.13.12



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1750
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 2 of 3

QUAN.	UNIT PRICE	TOTAL
GROUP II - ELECTRONIC DOCUMENTS		
1. CD (Indexing per document) 1 piece	\$.25	\$.25 / Document
2. DVD (Indexing per document) 1 piece	\$.25	\$.25 / Document
PICK-UP / DELIVERY CHARGE	\$	\$25 per roundtrip
Prices will remain firm for 12 months.		
YOU MUST CHECK ONE		
<input type="checkbox"/> Comply <input type="checkbox"/> Non-Comply		

FIRM NAME IKON Office Solutions, Inc.
SIGNATURE 
TITLE DVP
DATE 3.23.12



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1790
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 2 of 3

QUAN.		UNIT PRICE	TOTAL
GROUP II - ELECTRONIC DOCUMENTS			
1. CD	(Indexing per document)	1 piece	\$ 1.50 \$ 1.50
2. DVD	(Indexing per document)	1 piece	\$ 1.50 \$ 1.50
PICK-UP / DELIVERY CHARGE			
\$No Charge - Included per roundtrip in the processing pricing.			
Prices will remain firm for 12 months.			
YOU MUST CHECK ONE			
<input checked="" type="checkbox"/> Comply <input type="checkbox"/> Non-Comply			

FIRM NAME Image Management Solutions
SIGNATURE Richard McSway 1/23/2012
TITLE President DATE



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1790
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 2 of 3

QUAN.	UNIT PRICE	TOTAL
GROUP II - ELECTRONIC DOCUMENTS		
1. CD (Indexing per document) 1 piece	\$ 0.0175	\$ 0.0175
2. DVD (Indexing per document) 1 piece	\$ 0.0175	\$ 0.0175
PICK-UP / DELIVERY CHARGE		
	\$ 45.00	per roundtrip
Prices will remain firm for 12 months.		
YOU MUST CHECK ONE		
X COMPLY Comply Non-Comply		

FIRM NAME Layton Document Systems, Inc.
SIGNATURE Karl Sull 3/12/12
TITLE President DATE



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1790
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 2 of 3

QUAN.	UNIT PRICE	TOTAL
GROUP II - ELECTRONIC DOCUMENTS		
1. CD (Indexing per document) 1 piece	\$ <u>20.00</u>	\$ <u>20.00</u>
2. DVD (Indexing per document) 1 piece	\$ <u>40.00</u>	\$ <u>40.00</u>
PICK-UP / DELIVERY CHARGE	\$ <u>0</u>	per roundtrip
Prices will remain firm for 12 months.		
YOU MUST CHECK ONE		
<input checked="" type="checkbox"/> Comply <input type="checkbox"/> Non-Comply		

FIRM NAME

SIGNATURE

TITLE

Optima's Technologies, LLC
/s/ Daniel Jones 3/11/2012
DATE
CEO



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1790
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 2 of 3

QUAN.	UNIT PRICE	TOTAL
GROUP II - ELECTRONIC DOCUMENTS		
1. CD (Indexing per document) 1 piece	\$ <u>10.00</u>	\$ <u>10.00</u>
2. DVD (Indexing per document) 1 piece	\$ <u>10.00</u>	\$ <u>10.00</u>
PICK-UP / DELIVERY CHARGE	\$ <u>50.00</u>	per roundtrip
Prices will remain firm for 12 months.		
YOU MUST CHECK ONE		
<input checked="" type="checkbox"/> Comply <input type="checkbox"/> Non-Comply		

FIRM NAME

SIGNATURE

TITLE

Scan Maestro Inc

DATE



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1750
ATLANTA, GEORGIA 30333-0387
(404) 334-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 2 of 3

QUAN.	UNIT PRICE	TOTAL
GROUP II - ELECTRONIC DOCUMENTS		
1. CD" (Indexing per document) 1 piece	\$5.50/document	\$ 5.50/document
2. DVD" (Indexing per document) 1 piece	\$5.50/document	\$ 5.50/document
PICK-UP / DELIVERY CHARGE		
*Reassembly includes placement of documents in folder, but no refastening		\$ 50.00 per roundtrip
**Assumes 50 images/document with .011/image		Includes transportation and handling
Other Iron Mountain Notes: 1. No color scanning will be required 2. Upon contract award, Iron Mountain will write a Scope of Work in conjunction with The City of Atlanta to confirm project requirements and will require both parties' signatures. 3. Iron Mountain is requesting the opportunity to meet with The City of Atlanta to further discuss indexing requirements. This conversation will allow Iron Mountain the opportunity to see if a more aggressive pricing option for the "small format and contract" documents is available.		
YOU MUST CHECK ONE		
<input checked="" type="checkbox"/> Comply <input type="checkbox"/> Non-Comply		

Prices will remain firm for 12 months.

FIRM NAME

Iron Mountain Information Management, Inc.

SIGNATURE

[Signature]

02/24/12
DATE

TITLE

Territory Vice President



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1790
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 3 of 3

QUAN.	UNIT PRICE	TOTAL
<p>EXTENSIONS, TOTALS AND GRAND TOTAL, IF APPLICABLE, SHALL BE ENTERED IN SPACES PROVIDED. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.</p> <p>DELIVERY MAY BE A FACTOR IN AWARD. PLEASE STATE DELIVERY SCHEDULE IN SPACE PROVIDED BELOW. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.</p> <p>TERMS: BIDDERS ARE REQUESTED TO QUOTE NET PRICES. NET PRICES ARE LIST PRICES LESS TRADE OR OTHER DISCOUNTS OFFERED, EXCEPT CASH DISCOUNTS. IF A CASH DISCOUNT IS OFFERED, IT MUST BE CLEARLY SHOWN IN THE SPACE PROVIDED BELOW. IN ORDER FOR YOUR CASH DISCOUNT TO BE CONSIDERED IN THE BID EVALUATION PROCESS, THE DISCOUNT PERIOD SHALL BE A MINIMUM OF THIRTY DAYS. ANY DISCOUNT PERIOD OFFERED OF LESS THAN THIRTY DAYS WILL NOT BE CONSIDERED IN THE BID EVALUATION PROCESS. ALL DISCOUNTS OFFERED WILL BE TAKEN IF EARNED. TIME WILL BE COMPUTED FROM THE DATE OF ACCEPTANCE AT DESTINATION OR FROM DATE A CORRECT INVOICE IS RECEIVED IF THE LATTER DATE IS LATER THAN THE DATE OF ACCEPTANCE.</p> <p>*****</p> <p>Upon request, a copy of the bid tabulation will be made available at a cost of \$.25 per page.</p> <p>*****</p> <p>IF FEDERAL EXCISE TAX APPLIES, SHOW AMOUNT OF SAME WHICH HAS ALREADY BEEN DEDUCTED IN DETERMINING YOUR NET PRICE. THE CITY IS ALSO EXEMPT FROM STATE AND LOCAL SALES TAX (UNLESS THIS AMOUNT IS SHOWN, TAX EXEMPTION CERTIFICATE CANNOT BE ISSUED AND VENDOR WILL BE RESPONSIBLE FOR PAYMENT OF TAX ON NET PRICE QUOTED).</p>		

FIRM NAME
SIGNATURE
TITLE

D.I.S., Inc.
[Signature] 03/13/2012
Vice President



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1790
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 3 of 3

QUAN.	UNIT PRICE	TOTAL
	Unit Price	Total
	\$0.7146	\$0.7146
	\$0.7146	\$714.60
	\$0.0807	\$0.0807
	\$0.0807	\$80.70
	\$0.0891	\$0.0891
	\$0.0891	\$445.50
	\$0.2340	\$0.2340
	\$2.0028	\$1,241.92
Pick-up/Delivery Charge = \$18 per roundtrip		
Pick-up and Delivery schedule will be upon request as required by the City of Atlanta Advertisement for Bid No. 5654-SM.		
Pick-up/Delivery Charges are \$18 per roundtrip.		

FIRM NAME
SIGNATURE
TITLE

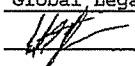
GRM Information Management Services
[Signature] 3/8/2012
Curtis B. Sorrell, Account Executive



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1750
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 3 of 3

QUAN.	UNIT PRICE	TOTAL
<p>EXTENSIONS, TOTALS AND GRAND TOTAL, IF APPLICABLE, SHALL BE ENTERED IN SPACES PROVIDED. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.</p> <p>DELIVERY MAY BE A FACTOR IN AWARD. PLEASE STATE DELIVERY SCHEDULE IN SPACE PROVIDED BELOW. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.</p> <p>TERMS: BIDDERS ARE REQUESTED TO QUOTE NET PRICES. NET PRICES ARE LIST PRICES LESS TRADE OR OTHER DISCOUNTS OFFERED, EXCEPT CASH DISCOUNTS. IF A CASH DISCOUNT IS OFFERED, IT MUST BE CLEARLY SHOWN IN THE SPACE PROVIDED BELOW. IN ORDER FOR YOUR CASH DISCOUNT TO BE CONSIDERED IN THE BID EVALUATION PROCESS, THE DISCOUNT PERIOD SHALL BE A MINIMUM OF THIRTY DAYS. ANY DISCOUNT PERIOD OFFERED OF LESS THAN THIRTY DAYS WILL NOT BE CONSIDERED IN THE BID EVALUATION PROCESS. ALL DISCOUNTS OFFERED WILL BE TAKEN IF EARNED. TIME WILL BE COMPUTED FROM THE DATE OF ACCEPTANCE AT DESTINATION OR FROM DATE A CORRECT INVOICE IS RECEIVED IF THE LATTER DATE IS LATER THAN THE DATE OF ACCEPTANCE.</p> <p>*****</p> <p>**</p> <p>Upon request, a copy of the bid tabulation will be made available at a cost of \$.25 per page.</p> <p>*****</p> <p>**</p> <p>IF FEDERAL EXCISE TAX APPLIES, SHOW AMOUNT OF SAME WHICH HAS ALREADY BEEN DEDUCTED IN DETERMINING YOUR NET PRICE. THE CITY IS ALSO EXEMPT FROM STATE AND LOCAL SALES TAX (UNLESS THIS AMOUNT IS SHOWN, TAX EXEMPTION CERTIFICATE CANNOT BE ISSUED AND VENDOR WILL BE RESPONSIBLE FOR PAYMENT OF TAX ON NET PRICE QUOTED).</p>		

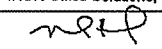
FIRM NAME Global Legal Discovery LLC
SIGNATURE  DATE 3.13.12
TITLE Sales Executive



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1750
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 3 of 3

QUAN.	UNIT PRICE	TOTAL
<p>EXTENSIONS, TOTALS AND GRAND TOTAL, IF APPLICABLE, SHALL BE ENTERED IN SPACES PROVIDED. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.</p> <p>DELIVERY MAY BE A FACTOR IN AWARD. PLEASE STATE DELIVERY SCHEDULE IN SPACE PROVIDED BELOW. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.</p> <p>TERMS: BIDDERS ARE REQUESTED TO QUOTE NET PRICES. NET PRICES ARE LIST PRICES LESS TRADE OR OTHER DISCOUNTS OFFERED, EXCEPT CASH DISCOUNTS. IF A CASH DISCOUNT IS OFFERED, IT MUST BE CLEARLY SHOWN IN THE SPACE PROVIDED BELOW. IN ORDER FOR YOUR CASH DISCOUNT TO BE CONSIDERED IN THE BID EVALUATION PROCESS, THE DISCOUNT PERIOD SHALL BE A MINIMUM OF THIRTY DAYS. ANY DISCOUNT PERIOD OFFERED OF LESS THAN THIRTY DAYS WILL NOT BE CONSIDERED IN THE BID EVALUATION PROCESS. ALL DISCOUNTS OFFERED WILL BE TAKEN IF EARNED. TIME WILL BE COMPUTED FROM THE DATE OF ACCEPTANCE AT DESTINATION OR FROM DATE A CORRECT INVOICE IS RECEIVED IF THE LATTER DATE IS LATER THAN THE DATE OF ACCEPTANCE.</p> <p>*****</p> <p>**</p> <p>Upon request, a copy of the bid tabulation will be made available at a cost of \$.25 per page.</p> <p>*****</p> <p>**</p> <p>IF FEDERAL EXCISE TAX APPLIES, SHOW AMOUNT OF SAME WHICH HAS ALREADY BEEN DEDUCTED IN DETERMINING YOUR NET PRICE. THE CITY IS ALSO EXEMPT FROM STATE AND LOCAL SALES TAX (UNLESS THIS AMOUNT IS SHOWN, TAX EXEMPTION CERTIFICATE CANNOT BE ISSUED AND VENDOR WILL BE RESPONSIBLE FOR PAYMENT OF TAX ON NET PRICE QUOTED).</p>		

FIRM NAME IKON Office Solutions, Inc.
SIGNATURE  DATE 1/23/12
TITLE DVP



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1790
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 3 of 3

QUAN.	UNIT PRICE	TOTAL
<p>EXTENSIONS, TOTALS AND GRAND TOTAL, IF APPLICABLE, SHALL BE ENTERED IN SPACES PROVIDED. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.</p> <p>DELIVERY MAY BE A FACTOR IN AWARD. PLEASE STATE DELIVERY SCHEDULE IN SPACE PROVIDED BELOW. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.</p> <p>TERMS: BIDDERS ARE REQUESTED TO QUOTE NET PRICES. NET PRICES ARE LIST PRICES LESS TRADE OR OTHER DISCOUNTS OFFERED, EXCEPT CASH DISCOUNTS. IF A CASH DISCOUNT IS OFFERED, IT MUST BE CLEARLY SHOWN IN THE SPACE PROVIDED BELOW. IN ORDER FOR YOUR CASH DISCOUNT TO BE CONSIDERED IN THE BID EVALUATION PROCESS, THE DISCOUNT PERIOD SHALL BE A MINIMUM OF THIRTY DAYS. ANY DISCOUNT PERIOD OFFERED OF LESS THAN THIRTY DAYS WILL NOT BE CONSIDERED IN THE BID EVALUATION PROCESS. ALL DISCOUNTS OFFERED WILL BE TAKEN IF EARNED. TIME WILL BE COMPUTED FROM THE DATE OF ACCEPTANCE AT DESTINATION OR FROM DATE A CORRECT INVOICE IS RECEIVED IF THE LATTER DATE IS LATER THAN THE DATE OF ACCEPTANCE.</p> <p>*****</p> <p>Upon request, a copy of the bid tabulation will be made available at a cost of \$.25 per page.</p> <p>*****</p> <p>IF FEDERAL EXCISE TAX APPLIES, SHOW AMOUNT OF SAME WHICH HAS ALREADY BEEN DEDUCTED IN DETERMINING YOUR NET PRICE. THE CITY IS ALSO EXEMPT FROM STATE AND LOCAL SALES TAX (UNLESS THIS AMOUNT IS SHOWN, TAX EXEMPTION CERTIFICATE CANNOT BE ISSUED AND VENDOR WILL BE RESPONSIBLE FOR PAYMENT OF TAX ON NET PRICE QUOTED).</p>		

FIRM NAME Advanced Data Solutions, Inc.
SIGNATURE Michael E. Webb 11/23/12
TITLE President DATE



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1790
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 3 of 3

QUAN.	UNIT PRICE	TOTAL
<p>EXTENSIONS, TOTALS AND GRAND TOTAL, IF APPLICABLE, SHALL BE ENTERED IN SPACES PROVIDED. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.</p> <p>DELIVERY MAY BE A FACTOR IN AWARD. PLEASE STATE DELIVERY SCHEDULE IN SPACE PROVIDED BELOW. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.</p> <p>TERMS: BIDDERS ARE REQUESTED TO QUOTE NET PRICES. NET PRICES ARE LIST PRICES LESS TRADE OR OTHER DISCOUNTS OFFERED, EXCEPT CASH DISCOUNTS. IF A CASH DISCOUNT IS OFFERED, IT MUST BE CLEARLY SHOWN IN THE SPACE PROVIDED BELOW. IN ORDER FOR YOUR CASH DISCOUNT TO BE CONSIDERED IN THE BID EVALUATION PROCESS, THE DISCOUNT PERIOD SHALL BE A MINIMUM OF THIRTY DAYS. ANY DISCOUNT PERIOD OFFERED OF LESS THAN THIRTY DAYS WILL NOT BE CONSIDERED IN THE BID EVALUATION PROCESS. ALL DISCOUNTS OFFERED WILL BE TAKEN IF EARNED. TIME WILL BE COMPUTED FROM THE DATE OF ACCEPTANCE AT DESTINATION OR FROM DATE A CORRECT INVOICE IS RECEIVED IF THE LATTER DATE IS LATER THAN THE DATE OF ACCEPTANCE.</p> <p>*****</p> <p>Upon request, a copy of the bid tabulation will be made available at a cost of \$.25 per page.</p> <p>*****</p> <p>IF FEDERAL EXCISE TAX APPLIES, SHOW AMOUNT OF SAME WHICH HAS ALREADY BEEN DEDUCTED IN DETERMINING YOUR NET PRICE. THE CITY IS ALSO EXEMPT FROM STATE AND LOCAL SALES TAX (UNLESS THIS AMOUNT IS SHOWN, TAX EXEMPTION CERTIFICATE CANNOT BE ISSUED AND VENDOR WILL BE RESPONSIBLE FOR PAYMENT OF TAX ON NET PRICE QUOTED).</p>		

FIRM NAME Elite Toner Cartridges, Inc.
SIGNATURE Michael E. Webb 11/23/12
TITLE CEO/President DATE



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1790
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 3 of 3

QUAN.	UNIT PRICE	TOTAL
<p>EXTENSIONS, TOTALS AND GRAND TOTAL, IF APPLICABLE, SHALL BE ENTERED IN SPACES PROVIDED. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.</p> <p>DELIVERY MAY BE A FACTOR IN AWARD. PLEASE STATE DELIVERY SCHEDULE IN SPACE PROVIDED BELOW. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.</p> <p>TERMS: BIDDERS ARE REQUESTED TO QUOTE NET PRICES. NET PRICES ARE LIST PRICES LESS TRADE OR OTHER DISCOUNTS OFFERED, EXCEPT CASH DISCOUNTS. IF A CASH DISCOUNT IS OFFERED, IT MUST BE CLEARLY SHOWN IN THE SPACE PROVIDED BELOW. IN ORDER FOR YOUR CASH DISCOUNT TO BE CONSIDERED IN THE BID EVALUATION PROCESS, THE DISCOUNT PERIOD SHALL BE A MINIMUM OF THIRTY DAYS. ANY DISCOUNT PERIOD OFFERED OF LESS THAN THIRTY DAYS WILL NOT BE CONSIDERED IN THE BID EVALUATION PROCESS. ALL DISCOUNTS OFFERED WILL BE TAKEN IF EARNED. TIME WILL BE COMPUTED FROM THE DATE OF ACCEPTANCE AT DESTINATION OR FROM DATE A CORRECT INVOICE IS RECEIVED IF THE LATTER DATE IS LATER THAN THE DATE OF ACCEPTANCE.</p> <p>*****</p> <p>Upon request, a copy of the bid tabulation will be made available at a cost of \$.25 per page.</p> <p>*****</p> <p>IF FEDERAL EXCISE TAX APPLIES, SHOW AMOUNT OF SAME WHICH HAS ALREADY BEEN DEDUCTED IN DETERMINING YOUR NET PRICE. THE CITY IS ALSO EXEMPT FROM STATE AND LOCAL SALES TAX (UNLESS THIS AMOUNT IS SHOWN, TAX EXEMPTION CERTIFICATE CANNOT BE ISSUED AND VENDOR WILL BE RESPONSIBLE FOR PAYMENT OF TAX ON NET PRICE QUOTED).</p>		

FIRM NAME Image Management Solutions
SIGNATURE Richard McEvoy 1, 23, 2012
TITLE President DATE



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1790
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 3 of 3

QUAN.	UNIT PRICE	TOTAL
<p>EXTENSIONS, TOTALS AND GRAND TOTAL, IF APPLICABLE, SHALL BE ENTERED IN SPACES PROVIDED. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.</p> <p>DELIVERY MAY BE A FACTOR IN AWARD. PLEASE STATE DELIVERY SCHEDULE IN SPACE PROVIDED BELOW. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.</p> <p>TERMS: BIDDERS ARE REQUESTED TO QUOTE NET PRICES. NET PRICES ARE LIST PRICES LESS TRADE OR OTHER DISCOUNTS OFFERED, EXCEPT CASH DISCOUNTS. IF A CASH DISCOUNT IS OFFERED, IT MUST BE CLEARLY SHOWN IN THE SPACE PROVIDED BELOW. IN ORDER FOR YOUR CASH DISCOUNT TO BE CONSIDERED IN THE BID EVALUATION PROCESS, THE DISCOUNT PERIOD SHALL BE A MINIMUM OF THIRTY DAYS. ANY DISCOUNT PERIOD OFFERED OF LESS THAN THIRTY DAYS WILL NOT BE CONSIDERED IN THE BID EVALUATION PROCESS. ALL DISCOUNTS OFFERED WILL BE TAKEN IF EARNED. TIME WILL BE COMPUTED FROM THE DATE OF ACCEPTANCE AT DESTINATION OR FROM DATE A CORRECT INVOICE IS RECEIVED IF THE LATTER DATE IS LATER THAN THE DATE OF ACCEPTANCE.</p> <p>*****</p> <p>Upon request, a copy of the bid tabulation will be made available at a cost of \$.25 per page.</p> <p>*****</p> <p>IF FEDERAL EXCISE TAX APPLIES, SHOW AMOUNT OF SAME WHICH HAS ALREADY BEEN DEDUCTED IN DETERMINING YOUR NET PRICE. THE CITY IS ALSO EXEMPT FROM STATE AND LOCAL SALES TAX (UNLESS THIS AMOUNT IS SHOWN, TAX EXEMPTION CERTIFICATE CANNOT BE ISSUED AND VENDOR WILL BE RESPONSIBLE FOR PAYMENT OF TAX ON NET PRICE QUOTED).</p>		

FIRM NAME Layton Docuemnt Systems, Inc.
SIGNATURE Paul S. Hill 3, 12, 2012
TITLE President DATE



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1790
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 3 of 3

QUAN.	UNIT PRICE	TOTAL
<p>EXTENSIONS, TOTALS AND GRAND TOTAL, IF APPLICABLE, SHALL BE ENTERED IN SPACES PROVIDED. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.</p> <p>DELIVERY MAY BE A FACTOR IN AWARD. PLEASE STATE DELIVERY SCHEDULE IN SPACE PROVIDED BELOW. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.</p> <p>TERMS: BIDDERS ARE REQUESTED TO QUOTE NET PRICES. NET PRICES ARE LIST PRICES LESS TRADE OR OTHER DISCOUNTS OFFERED, EXCEPT CASH DISCOUNTS. IF A CASH DISCOUNT IS OFFERED, IT MUST BE CLEARLY SHOWN IN THE SPACE PROVIDED BELOW. IN ORDER FOR YOUR CASH DISCOUNT TO BE CONSIDERED IN THE BID EVALUATION PROCESS, THE DISCOUNT PERIOD SHALL BE A MINIMUM OF THIRTY DAYS. ANY DISCOUNT PERIOD OFFERED OF LESS THAN THIRTY DAYS WILL NOT BE CONSIDERED IN THE BID EVALUATION PROCESS. ALL DISCOUNTS OFFERED WILL BE TAKEN IF EARNED. TIME WILL BE COMPUTED FROM THE DATE OF ACCEPTANCE AT DESTINATION OR FROM DATE A CORRECT INVOICE IS RECEIVED IF THE LATTER DATE IS LATER THAN THE DATE OF ACCEPTANCE.</p> <p>*****</p> <p>**</p> <p>Upon request, a copy of the bid tabulation will be made available at a cost of \$.25 per page.</p> <p>*****</p> <p>**</p> <p>IF FEDERAL EXCISE TAX APPLIES, SHOW AMOUNT OF SAME WHICH HAS ALREADY BEEN DEDUCTED IN DETERMINING YOUR NET PRICE. THE CITY IS ALSO EXEMPT FROM STATE AND LOCAL SALES TAX (UNLESS THIS AMOUNT IS SHOWN, TAX EXEMPTION CERTIFICATE CANNOT BE ISSUED AND VENDOR WILL BE RESPONSIBLE FOR PAYMENT OF TAX ON NET PRICE QUOTED).</p>		

FIRM NAME Optimus Technologies LLC
SIGNATURE Brandon Jones DATE 7/11/2012
TITLE CEO



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1790
ATLANTA, GEORGIA 30303-0307
(404) 330-6204

PRICING SHEET
BID NUMBER
5654-SM
Page 3 of 3

QUAN.	UNIT PRICE	TOTAL
<p>EXTENSIONS, TOTALS AND GRAND TOTAL, IF APPLICABLE, SHALL BE ENTERED IN SPACES PROVIDED. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.</p> <p>DELIVERY MAY BE A FACTOR IN AWARD. PLEASE STATE DELIVERY SCHEDULE IN SPACE PROVIDED BELOW. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.</p> <p>TERMS: BIDDERS ARE REQUESTED TO QUOTE NET PRICES. NET PRICES ARE LIST PRICES LESS TRADE OR OTHER DISCOUNTS OFFERED, EXCEPT CASH DISCOUNTS. IF A CASH DISCOUNT IS OFFERED, IT MUST BE CLEARLY SHOWN IN THE SPACE PROVIDED BELOW. IN ORDER FOR YOUR CASH DISCOUNT TO BE CONSIDERED IN THE BID EVALUATION PROCESS, THE DISCOUNT PERIOD SHALL BE A MINIMUM OF THIRTY DAYS. ANY DISCOUNT PERIOD OFFERED OF LESS THAN THIRTY DAYS WILL NOT BE CONSIDERED IN THE BID EVALUATION PROCESS. ALL DISCOUNTS OFFERED WILL BE TAKEN IF EARNED. TIME WILL BE COMPUTED FROM THE DATE OF ACCEPTANCE AT DESTINATION OR FROM DATE A CORRECT INVOICE IS RECEIVED IF THE LATTER DATE IS LATER THAN THE DATE OF ACCEPTANCE.</p> <p>*****</p> <p>**</p> <p>Upon request, a copy of the bid tabulation will be made available at a cost of \$.25 per page.</p> <p>*****</p> <p>**</p> <p>IF FEDERAL EXCISE TAX APPLIES, SHOW AMOUNT OF SAME WHICH HAS ALREADY BEEN DEDUCTED IN DETERMINING YOUR NET PRICE. THE CITY IS ALSO EXEMPT FROM STATE AND LOCAL SALES TAX (UNLESS THIS AMOUNT IS SHOWN, TAX EXEMPTION CERTIFICATE CANNOT BE ISSUED AND VENDOR WILL BE RESPONSIBLE FOR PAYMENT OF TAX ON NET PRICE QUOTED).</p>		

FIRM NAME Scans Maestro, LLC
SIGNATURE Robert L. Whitcomb, Jr. DATE 7/12/12
TITLE Owner



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
33 TRINITY AVENUE, SW, SUITE 1750
ATLANTA, GEORGIA 30362-0307
(404) 330-5284

PRICING SHEET

BID NUMBER

5654-SM

Page 3 of 3

QUAN.	UNIT PRICE	TOTAL
<p>EXTENSIONS, TOTALS AND GRAND TOTAL, IF APPLICABLE, SHALL BE ENTERED IN SPACES PROVIDED. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.</p> <p>DELIVERY MAY BE A FACTOR IN AWARD. PLEASE STATE DELIVERY SCHEDULE IN SPACE PROVIDED BELOW. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.</p> <p>TERMS: BIDDERS ARE REQUESTED TO QUOTE NET PRICES. NET PRICES ARE LIST PRICES LESS TRADE OR OTHER DISCOUNTS OFFERED, EXCEPT CASH DISCOUNTS. IF A CASH DISCOUNT IS OFFERED, IT MUST BE CLEARLY SHOWN IN THE SPACE PROVIDED BELOW. IN ORDER FOR YOUR CASH DISCOUNT TO BE CONSIDERED IN THE BID EVALUATION PROCESS, THE DISCOUNT PERIOD SHALL BE A MINIMUM OF THIRTY DAYS. ANY DISCOUNT PERIOD OFFERED OF LESS THAN THIRTY DAYS WILL NOT BE CONSIDERED IN THE BID EVALUATION PROCESS. ALL DISCOUNTS OFFERED WILL BE TAKEN IF EARNED. TIME WILL BE COMPUTED FROM THE DATE OF ACCEPTANCE AT DESTINATION OR FROM DATE A CORRECT INVOICE IS RECEIVED IF THE LATTER DATE IS LATER THAN THE DATE OF ACCEPTANCE.</p> <p>*****</p> <p>..</p> <p>Upon request, a copy of the bid tabulation will be made available at a cost of \$.25 per page.</p> <p>*****</p> <p>..</p> <p>IF FEDERAL EXCISE TAX APPLIES, SHOW AMOUNT OF SAME WHICH HAS ALREADY BEEN DEDUCTED IN DETERMINING YOUR NET PRICE. THE CITY IS ALSO EXEMPT FROM STATE AND LOCAL SALES TAX (UNLESS THIS AMOUNT IS SHOWN, TAX EXEMPTION CERTIFICATE CANNOT BE ISSUED AND VENDOR WILL BE RESPONSIBLE FOR PAYMENT OF TAX ON NET PRICE QUOTED).</p>		

FIRM NAME

Iron Mountain Information Management, Inc.

SIGNATURE

[Signature]

02/24/12

DATE

TITLE

Territory Vice President